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31 March 1980

MEMORANDUM FOR: Deputy to the Director for Resource Management  
 Deputy to the Director for Collection Tasking  
 Director, National Foreign Assessment Center  
 Deputy Director for Administration  
 Deputy Director for Operations  
 Deputy Director for Science and Technology  
 General Counsel  
 Inspector General  
 Director of Personnel Policy, Planning and Management  
 Comptroller  
 Director of Public Affairs  
 Director of Equal Employment Opportunity

FROM: Frederick P. Hitz  
 Legislative Counsel

SUBJECT: Coordination of Congressional Testimony

REFERENCE: Memo to LC from DCI dtd 4 March 1980, Same Subject

1. In the reference memorandum the Director assigned to this Office the responsibility for reviewing his testimony prepared by elements of the Intelligence Community or CIA, ensuring that it meets his needs, coordinating it as appropriate and providing analyses and background concerning the committee members and issues involved. The DDCI subsequently asked this Office to assume the same responsibilities for his appearances before Congress. This Office will continue to be responsible for scheduling the DCI's, the DDCI's, and many other Intelligence Community appearances before Congress and notifying the appropriate offices when briefing materials need to be prepared.

2. This marks a significant departure from the way we have been doing business. I am convinced that this change is absolutely necessary if we are to deal effectively with Congress in the development and implementation of the Intelligence Community's and the CIA's legislative program and if we are to maintain effective liaison with the members and committees of Congress and their staffs in order for them to develop a broader understanding of and appreciation for the Intelligence Community and its vital contributions to national security. Admittedly this places an additional burden upon this Office, but with your cooperation and support, I am sure we will be more successful in what I am sure you agree is a fundamental and critical area for us -- good relations with the Congress.

3. I would also like to ask each of you to send to this Office for retention a copy of any prepared statement that either you, or any member of your office, presents to a Congressional committee. I am concerned that as time goes by the various committees and their staffs will acquire a "base of knowledge" or expertise on intelligence matters rivaling our own. Routine transfers, retirements and other normal breaks in continuity pose more of a problem for us than they pose for most committees. I do not have to tell you how embarrassing it can be for all of us (and how much some committee staffs enjoy it) when we trip over ourselves by making statements on subjects or issues without being aware of what we or our predecessors said last year on the same matter. Therefore, I am establishing a "library" of testimony to serve you and your successors, as well as the DCI and DDCI.

STATINTL

4. I am pleased to inform you that Mr. [redacted] has recently joined this Office. Tony is now our Associate Deputy Legislative Counsel and in addition to being third-in-command will be specifically responsible for carrying out the DCI's (and DDCI's) 4 March instruction. In fulfilling his new responsibilities, he will continue to work through your designated focal points unless we hear differently from you.

[redacted] STATINTL

Frederick P. Hitz  
Legislative Counsel

cc: DCI  
DDCI  
Ex. Sec.  
PB/NSC

80-6582

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| ISS Registry |
| 80-173       |

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| DD/A Registry |
| 80-0647       |

4 March 1980

MEMORANDUM FOR: Legislative Counsel  
FROM: Director of Central Intelligence  
SUBJECT: Coordination of Congressional Testimony

I believe arrangements for the preparation and coordination of my testimony on the Hill can be improved. I would like for your office to continue scheduling my appearances before Congress and notifying appropriate offices when briefing materials need to be prepared. Henceforth, however, I also want the proposed testimony prepared by elements of CIA or the Intelligence Community forwarded to you rather than directly to me prior to the hearing. I would like for you to review the testimony; ensure that it meets the requirement as you understand it and that it has been appropriately coordinated; and add to it your personal analysis and background information concerning the committee members and issues involved. In this way, from now on I will receive from you one complete package of materials for each hearing rather than documents from several/parts of the Agency or Community.

STATINTL



STANSFIELD TURNER

cc: See Distribution